

MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
SUPPORT PERSONNEL MANAGEMENT OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 55-2005/ANG-AGR 2005-31

OPENING DATE: 28 October 2005
CLOSING DATE: 28 November 2005

ANTICIPATED FILL DATE: 8 January 2006

POSITION TITLE AND NUMBER:

Accounting Technician
80479000 (6FXXX)
767316

UNIT/ACTIVITY AND DUTY LOCATION:

145th Airlift Wing
NCANG, Charlotte, NC

GRADE AND SALARY: (Includes Locality Pay of 11.72%) EMPLOYMENT STATUS: Excepted Service

TECHNICIAN:

GS-0525-07 \$34,149 - \$44,395 per annum

AGR: Current on-board AGR members only.

Pay and allowances commensurate with military grade not to exceed MSGT/E-7.

Deleted: 7

WHO CAN APPLY: The area of consideration for this position is NATIONWIDE.

TECHNICIAN: Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: TECHNICIAN: Applicants interested in the technician position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application.

AGR: Current AGR members must submit an Application for Active Guard/Reserve (AGR) Position (NGB Form 34-1).

NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications.

Applications must be sent to: North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date or postmarked no later than the closing date.

QUALIFICATION REQUIREMENT: Must have 12 months experience for the GS-07 level which demonstrates that the applicant has acquired the below listed KSA'S.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each technician applicant must prepare separate (plain paper) listing to address all KSA's and explain the civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the OF 612 when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172.

1. Knowledge of accounting methods, forms and techniques.
2. Knowledge of general ledger and subsidiary accounts.
3. Knowledge of disbursements and fund accounting, methods, procedures and techniques used in balancing and closing accounts.
4. Ability to interpret and apply a variety of accounting regulations and guidelines.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on Page 2 or on the Continuation Sheet of the SF 171. The recommended applicant will not be approved for promotion until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the NCANG, is mandatory.
AFSC: 6PXXX.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Analyzes, validates and maintains manual and automated documentation for various computerized accounting systems. Possesses a broad knowledge of policies, procedures, and regulations pertaining to travel and commercial accounting. Transactions involve multiple appropriations, including Operation and Maintenance, Military Personnel, Military Construction, and Other Air Force Procurement. Receives various commitment and obligation documents, including purchase requests, purchase orders, contracts, receiving reports, travel orders, Commercial Bills of Lading, and similar documents for certification against appropriated funds and manages them through all stages of accounting. Trains module managers and other users of automated financial document systems. Verifies and validates commitments, obligations, and all supporting documents as mandated by the Tri-Annual Review. Coordinates review of open documents with unit resource advisors. Identifies discrepancies, determines sources of errors, and takes necessary corrective actions. Complies with quality assurance initiatives, internal control review guides, and self-inspection checklists for the accounting function. Establishes accounting addresses and enters annual and quarterly fund targets into the General Accounting and Finance System (GAFS). Establishes fund targets into the Standard Base Supply System (SBSS) and web-based systems, e.g., purchase card, fuels, etc., that interface with the accounting records. Reconciles, researches, and clears rejects as a result of materiel, fuels, civilian pay, and purchase card interfaces. Verifies, evaluates, and certifies the accuracy, propriety and availability of funds. Processes, monitors, and analyzes financial documents through each stage of accounting by appropriation, fiscal year, and associated data elements. Estimates cost of travel and validate proper fund citation on orders and other documents. Validates Permanent Change of Station (PCS) Travel Cost Identifiers, Customer Identification Codes (CIC), and Transportation Account Code (TAC). Communicates with appropriate personnel at base level and other DoD agencies to coordinate fund citations for exercises, deployments, bureau directed travel, contingencies and other emergency or special programs (ESP). Prepares, submits, establishes, and monitors reimbursements to insure closure to related actions in accordance with applicable guidance. Provides cost estimates related to individual TDYs, unit exercises, deployments, and PCS moves (military and civilian). Verifies, codes, and posts By-Others Cycles Merged Accountability Fund Reporting (MAFR) transactions in coordination with the Defense Finance and Accounting Service schedules. Processes rejects by preparing and posting applicable journal vouchers or submitting SF1081s or AF1543s to appropriately adjust MAFR. Performs customer service answering a variety of complex inquiries from commanders, commercial vendors, and travelers. Reviews and audits invoices and travel claims and complies with internal control review requirements monitoring payments for erroneous and fraudulent claims. Responsible for notifying the chain of command of suspected fraud, waste, and mismanagement. Monitors Individual Merchant Purchasing Account Card (IMPAC) payments for Wing and GSUs. Certifies AF4009s and establishes commitment within the accounts payable system. Schedules payments through DFAS. Maintains database establishing data elements for accounts within web-based system and trains respective billing officials and cardholders. Processes and audits Journal Vouchers (JVs), correcting the appropriate accounting data elements. Ensures all rejects are reconciled and posted using various financial management reports. Provides interpretation of travel guidance to unit commanders, RAs, orderly room personnel, and other customers. This includes determining appropriate remarks, various per diem rates, meal statements, and lodging availability. Briefs travel entitlements for deployments, schools, long tours, and newcomer orientations. Assists financial manager and agency program coordinators in briefing the use and payment of the government travel card. Processes travel advances and accrual payments for extended TDYs and deployments. Accomplishes manual computations for complex travel claims, e.g., constructive cost comparisons. Processes TDY and complex PCS travel claims using automated travel system. Prepares tax documents for civilian PCS. Reviews vouchers to determine appropriate leave charges and forwards Travel Voucher to Pay Entitlements section. Certifies travel payrolls. Reviews and distributes outstanding travel order reports to units on a monthly basis. Performs follow-up to ensure either settlement vouchers or revocations have been received and processed into one or more accounting systems. Accomplishes MAFR for travel utilizing multiple systems and reconciles rejects with DFAS. Ensures all MAFR transactions are in balance by appropriation and fiscal year with DFAS by close of business day. Performs random audits on travel claims as mandated by higher headquarters and manually records audited vouchers in the automated system. Maintains recurring end of month products such as the Operating Budget Ledger (OBL), the Allotment Ledger (AL), the Address Directory, the Database Transfer (DBT), Selective Transaction History and Outstanding Travel Orders Report. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

DISTRIBUTION:

A, B-3, C-3, G-40, H-3, J-3, K-3, M, N-20, P-11, Q, W-2, Y-2, R: SPMO-40, AGAV-3, AGCS-3, DCSANG-3, J4-4-6, J3-3, J1-3, FMCB-2, IG-2, SCSM-2, SRAA-2, VCSOP-

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974